

# **BOLGATANGA TECHNICAL UNIVERSITY**



## **ADMISSION POLICY**

OCTOBER 2022

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## **1.0 Introduction**

This Policy is intended to provide clear framework for admission procedures and practices of Bolgatanga Technical University. The Policy shall apply to the admission of all categories of students to accredited programmes in the University. The University is committed to fair, transparent and consistent admission practices that give equal opportunity to all applicants. Applicants are therefore selected on the basis of their individual merits, abilities and aptitudes. Also, useful advice and guidance shall be given to prospective applicants so as to enable them to make informed choices and to apply for programmes appropriate to their academic qualifications, interests and potentials subject to the availability of places.

This Policy shall provide reliable guidelines for assessing the suitability of applicants for admission. The method of assessment may include the provision of evidence of qualification, examination and/or the use of interviews.

## **2.0 Terms and Conditions**

The University shall publish terms and conditions that apply to specific programmes for undergraduate and postgraduate studies. The University shall bring the terms and conditions to the attention of all prospective applicants to the University. The terms and conditions shall be fair and transparent.

## **3.0 Roles and Responsibilities**

Admission requirements, procedures and practices shall be approved by the Academic Board through the Academic Affairs Committee. The Academic Affairs Committee shall be responsible for ensuring that policies and procedures in relation to admission of students are conducted fairly and consistently, and in line with the University's strategic aim and objectives as well as relevant national legislation.

The Schools/Faculties/Departments shall be responsible for setting entry requirements for their programmes in line with guidelines of the Ghana Tertiary Education Commission (GTEC).

The Admissions Office under the Academic Affairs Directorate shall ensure that the policies and procedures are implemented in a fair, consistent, non-discriminatory and transparent manner. Admissions staff shall be provided with regular training regarding admissions. The staff are expected to comply with admission policies, code of practices and guidelines.

#### **4.0 Information for Applicants**

The Admission Office shall provide accurate information on admissions and courses which are clear, comprehensive, up-to-date and easily accessible by applicants through the appropriate media. The main medium shall be the University website: [www.bolgatu.edu.gh](http://www.bolgatu.edu.gh). It shall be the responsibility of the applicant to refer to the University's website for up-to-date information on admissions.

#### **5.0 How and when to apply**

Applications for the programmes shall be advertised in the National Daily Newspapers at each admission period. Detailed information on how and when to apply can be found at: [www.bolgatu.edu.gh](http://www.bolgatu.edu.gh). All applicants are mandated to apply online by visiting: <http://forms.bolgatu.edu.gh>.

#### **6.0 Selection**

The University shall admit applicants who declare their intention to enrol in the University upon satisfying all admission requirements set forth by the University.

## **6.1 Applicants**

All applicants must:

- i. ensure that they provide full, complete and accurate information and do not omit any material information.
- ii. provide additional information if demanded and undertake the tests, interviews or other selection processes which are reasonably required.
- iii. comply with the deadlines for submitting applications and for responding to offers.

Applicants who do not meet these requirements may be denied admission or have their offers withdrawn.

The University shall admit qualified applicants into the programmes based on admission requirements. For all programmes, the selection process shall take into account:

- i. achieved and/or pending academic qualifications.
- ii. an applicant's stated interest, commitment and motivation for study.
- iii. where relevant, work or other non-academic experience can be considered.
- iv. academic and/or professional references.
- v. where required, an applicant's performance at an interview.
- vi. admission decisions will be communicated to applicants in an appropriate and timely manner. Any condition(s) attached to an offer of a place shall be clearly spelt out.
- vii. in some cases, where the University is unable to make an offer for an applicant's programme of choice, an offer for an alternative programme may be made.

## **7.0 Fraud & Plagiarism**

The University shall not admit applicants on the strength of information considered to be either fraudulent or plagiarized. Where an

applicant is suspected of having provided a misleading, fraudulent or plagiarised application, the application will be assessed in the first instance on the basis of standard academic and non-academic selection criteria. If it is recommended that an offer be made, an investigation of the fraud or plagiarism shall be conducted before a final decision is made. The University reserves the right to reject or cancel an application under these circumstances. The Institution may terminate a student's registration if he/she is found at a later stage to have submitted a fraudulent or plagiarised application to the Institution.

## **8.0 Disclosure of Criminal Convictions**

The University has a duty to ensure the safety of its students and members of staff. The application process requires applicants to disclose relevant unspent convictions. Applicants must disclose all convictions, including cautions, reprimands, final warnings, bind-over orders and spent convictions.

Applications from applicants with declared criminal convictions shall be assessed in the first instance on the basis of standard academic and non-academic selection criteria. If it is recommended that an offer be made, further investigation of the relevance of the criminal conviction(s) shall be carried out before the final decision is made.

The University shall refuse admission to any applicant who fails to declare a criminal conviction or caution that is subsequently disclosed or established.

## **9.0 Applicants with Disabilities**

The University is committed to giving equal opportunity to all applicants and as such, shall encourage applications from applicants with disabilities or specific learning challenges. It is the responsibility of the applicant to make known his/her disability to the Univer-

sity. This would allow the University to make appropriate arrangements, if possible, to support their academic work in the Institution. Disabled applicants shall be assessed in line with standard academic and non-academic selection criteria. However, this will not be applicable where there are overriding health and safety considerations or barriers relating to professional requirements or relevant competence standards. Any support requirements to applicants in such areas of study will be considered separately, if the University can afford such support.

### **10.0 Interaction between the University and the Applicant**

The University shall ensure that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way.

The University shall not tolerate inappropriate behaviour or language towards its staff or members of the wider University community during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language, (expressed verbally or in writing, and excessive levels of contact) will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint.

The University shall normally warn an applicant that his or her behaviour or language is inappropriate, and that action is being considered. However, where the behaviour or language is particularly inappropriate, no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application without refund of any payment made. Conduct which constitutes a criminal offence will be referred to the relevant law enforcement authorities.

## **11.0 Undergraduate Admissions**

Applications to all full-time and part-time undergraduate studies as well as visiting and exchange programmes shall be made directly to the University. All entry criteria for undergraduate degree programmes shall be found in the Undergraduate Brochure either online or in print, and in other profiles of the University.

### **11.1 Mature Applicants**

The University shall encourage applications from mature applicants in order to provide opportunities for such people to further their education at the tertiary level after some years in the workplace.

The Mature applicant must:

- i. be at least 25 years old;
- ii. show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application;
- iii. provide introductory letter from employer or show any other proof of employment
- iv. pass Mature Students' Entrance Examinations conducted by the Institution (English Language, Mathematics and Aptitude Test).

## **12.0 Postgraduate Admissions**

Applicants to postgraduate degree programmes shall be expected to hold an undergraduate degree in a discipline relevant to the subject or nature of the programme to which they are applying for. Applicants to PhD programmes shall be expected to hold a Master's degree in a discipline relevant to their proposed studies as well as to submit a satisfactory research proposal.



In some cases, relevant work experience and/or professional qualifications may be accepted in lieu of formal academic qualifications.

### **13.0 Feedback, Complaints and Appeals**

Upon submission of application forms, the applicant shall be notified. Also, all successful applicants shall be notified of the offer of admission. The University may provide feedback to unsuccessful applicants on request. The feedback can be requested by email or post through the Admissions office or relevant academic department. The University shall provide feedback within 10 working days of receipt of the request in writing or email.

Any applicant who wishes to raise concern about the way he/she has been handled during the admission process should address such concerns to the Registrar. Any applicant with grounds for a formal review of the admission decision may appeal to the Registrar of the University.

### **14.0 Monitoring and Review**

This policy shall be monitored and reviewed periodically by the Academic Board through the Academic Affairs Committee in line with changes in legislation, strategic objectives and regulations of the University.

### **16.0 Confirmation of Results/Certificates**

Results/Certificates of all applicants shall be duly confirmed from their respective examination bodies. Applicants whose results/certificates are confirmed to be false shall be withdrawn and prosecuted accordingly.

### **17.0 Transfer/Change of Programme**

Students who wish to transfer from one department to another in

the University shall apply at the end of each academic year. Such students must satisfy the following conditions:

- i. have a minimum CGPA of 2.50.
- ii. meet admission requirements for the proposed new programme.
- iii. must not trail more than two courses. The total work load to be carried as a result of the transfer in any semester shall not exceed 30 contact hours per week.
- iv. obtain and complete the necessary change of programme form from the Academic Affairs Office
- v. submit the form through the applicant's Head of Department (HOD) to the HOD of the intending department who shall forward same to the Registrar.
- vi. transfer shall be subject to vacancy existing in new department.
- vii. the transfer is subject to approval by the Academic Board.

### **17.1. Transfer of Credit from other Institutions**

- i. Students transferring from other institutions to the University must:
  - a. meet the University specified admissions requirements.
  - b. Transfer to the relevant programme.
  - c. not transfer to the first year of any programme.
  - d. have a minimum CGPA of 2.5.
  - e. abide by the rules and regulations of the University.
  - f. submit transcript and clearance certificate from his/her former institution.
  - g. submit an application to the Registrar who shall refer it to the appropriate Head of Department for action.
  - h. all cases of change of programme/transfer shall be reported to the Academic Board for approval.

## **18.0 Exemptions**

The University may grant an exemption to applicants based on the requirements of the department.

### **Procedure**

- i. Any applicant who applies for exemption should submit application to the registrar who shall refer it to the appropriate Head of Department for action.
- ii. Approval of exemptions will be done in line with the guidelines set out by the National Accreditation Board.

## **19.0 International Applicants**

All foreign applicants' qualification shall be referred to the Ghana Tertiary Education Commission (GTEC) for determination of equivalences and eligibility for admission. The University is required to assess and maintain copies of all international students' current passport and visa (valid for study at the University) along with original qualification documents on the basis of which admission was granted to the applicant. The University shall undertake these checks as part of the registration process upon arrival. The University shall not permit an international student to register without undertaking this process.

## **20.0 Matriculations**

A matriculation ceremony is held every year during the first semester to formally initiate freshmen/women into the University.

- i. All fresh students, except alumni of the University, shall be matriculated on the date advertised.
- ii. All matriculants shall sign the matriculation cards at their Departments.
- iii. Any student who does not undergo the matriculation cer-

emony and sign the matriculation card is not a bonafide student of the University.

## **21.0 Students Orientation/Induction**

This process shall be undertaken at the beginning of every academic year so as to properly orient students into the University. In addition to the orientation, students shall be directed to their respective departments for further information. Students shall be issued with Student Handbook.

The orientation programme shall include departmental representatives, who shall explain to the students the nature of their programmes. The purpose of the orientation is to:

- i. welcomes the fresh students and help them to adjust and settle down in the University;
- ii. guide the students through the registration procedure;
- iii. expose students to facilities in the University;
- iv. make them aware of the rules and regulations that governs the relationship between students and the Students Representative Council;
- v. make them aware of their rights, privileges, obligations and responsibilities with regard to the University authorities and their governing bodies;
- vi. any other relevant information.

## **22.0 Deferment of Programme**

Any applicant who accepts the offer of admission and wishes to defer admission shall write officially to the Registrar to that effect. Fees must, however, be paid to the University and student matriculated before deferment. The applicant must receive in writing the acceptance of deferment before leaving. The University shall be bound to hold an offer for such student.

In order to enrol at the end of the period of deferment, the deferred student must notify the University of his/her intention to take up the deferred offer by the date specified on the University's correspondence. If no response is received by the due date, the offer of a deferred place shall lapse. He/she shall not be entitled to hold a deferred place and apply for other programme(s). If the student holding a deferred offer wishes to apply for other programme(s), their deferred place automatically lapses.

### **23.0 Withdrawal of Admission**

The University shall reserve the right to withdraw an offer and cancel the enrolment of any person where an offer was made on the basis of false information supplied by the applicant or a certifying authority.

### **24.0 Readmission of Dismissed Students**

Dismissal from University terminates a student's relationship with the University. Although some students may apply for readmission, decisions concerning re-admission shall be made by the Academic Board of the University.

### **25.0 Record Keeping of Application Documents**

The University shall keep admissions documentation for all students who enrol/register at the University for the duration of their studies and for six years after.

Unless specifically requested, original documents shall not be supplied in advance. International students shall also be required to submit their original documents for the visa application process.

As part of the admissions process, the University shall keep documentations of unsuccessful applicants for a maximum of one year after which such documents shall be confidentially destroyed/deleted.

Applicants who decline, withdraw or fail to enrol at the University shall, have their documents kept for a maximum of one year. Subsequently, all documentations shall be confidentially destroyed/deleted.